Certified Positions

The purpose of this data collection is to gather the positions on certified employees employed as of October 1 of the academic school year. This data is collected for federal and state reporting. This information will be used in the Annual Performance Report.

Audience

This is a required collection for public schools, charter schools, and accredited non-public schools.

Instructions

The **Certified Employee (DOE-CE)** file **must be submitted prior** to submission of the **Certified Positions (DOE-CP)**. The **required collection period** will begin on **October 1, 2007** and last until **October 31, 2007**, which is the final date for submission. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described below. Data from the previous school year can be downloaded under Administration > Retrieve Student Data > Certified Positions. Spreadsheets, along with instructions to add the downloaded data, are available on the STN Home Page. The **signoff period** will begin **November 1, 2007** and last until **November 16, 2007**. Data transfer, input form, and reports will remain available during this period.

Certified Positions

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	Corp Number	4	State Assigned Corp ID **Required Field**: YES	
2 B	School Number	4	State Assigned School number or Central office number, 0000 **Required Field**: YES	0000= Employees assigned to the central office
3 C	Social Security Number	9	9 digit SSN **Required Field**: YES	
4 D	Subject	4	Subject code being taught as described in the DOE Subject and Level List **Allowable Codes:** 0002-5999, 6099, 6500-7099 **Required Field:** YES	**2520 Algebra 1** - Please use this code if the course content being taught is at the high school level and is being taught to 8th grade students. This information is part of the "Annual Performance Report". Special Education codes 6000 – 6034 are not allowed, report the subject the special education teacher is teaching, report codes 6000-6034 in column 9. See Reference section for Subject and Level List
5 E	Level	2	Level of subject being taught as described in the DOE Code Book **Allowable Codes:** PK = Pre-kindergarten KG = Kindergarten 01= 1st Grade 02 = 2nd Grade 03 = 3rd Grade 04 = 4th Grade 05 = 5th Grade 06 = 6th Grade 07 = 7th Grade 08 = 8th Grade 09 = 9th Grade 10 = 10th Grade 11 = 11th Grade 12 = 12th Grade AE = Adult Education CG = Combined Grades **Required Field**: Yes for teaching personnel, No for non teaching personnel	For Grades KG-06 Only: If a classroom contains more than one grade level, another completed Certified positions record will be required. See scenario #1. Code CG is to be used for only instrumental and vocal (0442, 0444 and 4160-4188) course titles. If a **subject (class)** is comprised of multiple grade levels, and does not fit the criteria for CG, report the grade level of the majority of students Non-Teaching Personnel are subject codes 0002-0302 and this field is not required.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
6 F	**Periods per Week**	2	Number of combined period **PER WEEK** for this subject and level. **Allowable Codes:** Whole Numbers only **Required Field**: Yes	Periods per week are required for teaching and Non Teaching Personnel
7 G	**Number of Pupils**	3	Number of pupils for this subject and level. **Allowable Codes:** Whole Numbers only 0 for special education teachers in specific classroom settings **Required Field**: Yes for teaching personnel No for non teaching personnel	When reporting **special education teachers**, report the number of special education pupils being taught by the special education teacher when the classroom setting is Core Academic Elementary, Core Academic Junior High, Middle or Secondary, Resource Room Teacher and Non-Core Academic Instruction Teacher. Special education teachers that are team teaching, co-teaching or consultant will report 0 pupils. The general education teacher will include these students in their pupil count. Refer to column 8 and scenarios 4 and 5 for more detail. If Non-Teaching Personnel subject codes 0002-0302 are reported this field is not required
8 H	**Special Education Classroom Settings**	1	What is the classroom setting for this Special Education Teacher? **Allowable Codes: 0 - 7** 0 = Not a special education teacher 1 = Core Academic Elementary School Teacher 2 = Core Academic Junior High, Middle or Secondary Teacher 3 = Team Teaching 4 = Co-Teacher 5 = Consultant Teacher 6 = Resource Room Teacher 7 = Non-Core Academic Instruction Teacher **Required Field**: Yes, if the employee is teaching special education	**Data is required for special education employees only.** 1 = Core Academic Elementary School Teacher: The special education teacher is the primary teacher providing instruction to the student in the core academic elementary subjects. 2 = Core Academic Junior High, Middle or Secondary School Teacher: The special education teacher is the primary teacher providing instruction to the student in a core academic subject. 3 = Team Teaching: The special education teacher works in the general education class alongside a high qualified teacher of core academic subjects or elementary academic content. Responsibilities are shared for the design and deliver of instruction, as well as the evaluation of student performance. Refer to scenario 4 for more detail. 4 = Co-Teacher: The special education teacher works within the general education setting in which a HQT provides instruction on core academic subjects. Refer to scenario 5 for more detail. 5 = Consultant Teacher: The special education teacher provides consultation to HQT in general education of core academic subjects. 6 = Resource Room Teacher: The special education teacher provides direct assistance to students with disabilities in segregated settings after students receive instruction on core academic subjects from a general education HQT. Refer to scenario 6 for more detail. 7 = Non-Core Academic Instruction Teacher: The special education teacher provides direct instruction to students with disabilities on non-core academic subjects.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
9 I	**Special Education Area**	4	What is the area of specialization of this special education class? **Allowable values are:** 6000 – 6034 **Required Field**: Yes for special education classes	Refer to the DOE Subject and Level Code List, page 29
10 J	**Highly qualified subject**	1	Is this a core academic subject in which this teacher is highly qualified? 1 = Yes, highly qualified in this core academic subject 2 = No, not highly qualified in this core academic subject 3 = No, not a core academic subject **Required Field:** Yes	The core academic subjects are defined as the following: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and fine arts.

References:

Subject and Level Code List: http://www.doe.state.in.us/htmls/codebook%202007-2008.pdf
Highly Qualified Definitions: http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf
Highly Qualified Teachers: http://www.doe.state.in.us/hqt/

Common Scenarios

Scenario #1: Multiple Grade Levels
Scenario: Ms. Smith teaches a self-contained classroom of 2nd and 3rd grade students

Reporting Result: The correct entry would show general elementary (0400) for the 2nd grade and general elementary (0400) for the 3rd grade with the number of periods and pupils for each grade level.

Scenario #2: Multiple Periods per Week
Scenario: Mr. Jones teachers Pre-Algebra two periods each day.

Reporting Results: The correct entry for periods would be 10. (Five days per week multiplied by two periods per day.)

Scenario #3: Total number of pupils for each subject taught
Scenario: Using scenario #2 information, Mr. Jones had 18 students during one period of Pre-Algebra and 16 during the other period.

Reporting Result: The correct entry would be 34 pupils. The purpose of this field is to collect how many students are taking a particular course from a particular teacher. This should be a student count. Do not multiply the total periods by the number of students enrolled in the course.

Scenario #4: Special Education Teacher Team Teaching
Scenario: The special education teacher works in the general education class alongside a high qualified teacher of core academic subjects or elementary academic content with 15 special education students in a general education class of 35 students.

Reporting Result: Report the subject, level, periods per week. Do not report the number of pupils, the primary teacher reports all 35 pupils that includes the 15 special education students.

Scenario #5: Special Education Teacher Co-Teaching
Scenario: The special education teacher works within the general education setting in which a general education HQT provides instruction on core academic subjects to 30 students.

Reporting Result: Report the subject, level and periods per week being taught by the special education teacher. Thirty (30) pupils will be reported by the general education HQ teacher doing content work. No pupils will be reported for the special education teacher that is co-teaching. Co-teaching is defined as the special education teacher who works within the general education setting in which a highly qualified general education teacher provides instruction to the class on core academic subjects. The special education teacher

provides direct assistance to students with disabilities (e.g., via individualized or small group instruction) as a support to the highly qualified teacher's instruction. The special education teacher in this scenario does not need to be HQ.

Scenario #6: Special Education Resource Room Teacher
Scenario: The special education teacher provides direct assistance to 15 students with disabilities in segregated settings after students receive instruction on core academic subjects from a general education HQT.

Reporting Result: Report the subject, level, periods per week, and the number of pupils (15 in this scenario) being taught by the special education teacher. Fifteen (15) pupils will be reported for the special education teacher. Resource room teachers do not need to be HQ under the HQ definitions. Refer to: http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf.
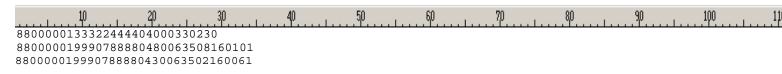
Example Data File Format

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

8800,0001,333224444,0400,03,30,23,0,,
8800,0001,999078888,0480,06,35,8,1,6010,1
8800,0001,999078888,0430,06,35,2,1,6006,1

Positional Format

```
          10        20        30        40        50        60        70        80        90        100       110
880000013332244440400033023 0
880000019990788880480063508160101
880000019990788880430063502160061
```

E(x)tensible Markup Language (XML) Format

```
<XIF_CPData>
        <Corporation Id="">
                <School Id="">
                        <Employee SSN="" >
                                <Class Subject="" Level="" Periods="" NumberofPupils="" SESettings="" SEArea="" HQ=""/>
                                <Class Subject="" Level="" Periods="" NumberofPupils="" SESettings="" SEArea="" HQ=""/>
                        </Employee>
                </School>
        </Corporation>
</XIF_CPData>
```

Certified Positions Change History

Subject Code	Original Subject Code Name	Change History
0402	World Languages – Grades K-3	New code for 07-08
0404	World Language – Grades 4-6	New code for 07-08
0406	Middle Level World Languages	New Code for 07-08
0422	World Languages Immersion - Grades K- 3	New Code for 07-08
0424	World Languages Immersion - Grades 4-6	New Code for 07-08
0426	World Languages Immersion – Middle Level	New Code for 07-08
6000 - 6034	Special educations subjects moved to Special Education Areas in the code book, page 29	Special Education section for 07-08 changed. Codes remain the same, reporting in separate field on the DOE-CP collection.

Change History

The following section contains a history of changes made to the Certified Positions Data Layout from the prior version.

Version	Change History
09.26.07	Comma delimited and XML changed to include fields 9 and 10, reference to page 29 of the codebook instead of page

Version	Change History
	27
08.13.07	Dates changed Signoff period added Field 4, special education codes not allowed, moved to field 9 Notes changed on field 5, level for classes comprised of multiple grade levels Field 6 changed from No not required to Yes required for teaching and non teaching personnel Added field 9 Special Education Area Added field 10 highly qualified subject Scenario #1 changed for clarity Scenario #5 changed for clarity New subject codes added, see Certified Positions Change History
	Start of 2007-2008 collection
10.12.06	Reference listing changed for CP codebook. Fields 5, 6, and 7 not required for non-teaching personnel.
09.19.06	Removed "consultant" from the first paragraph in the notes on field 7, Consultant teachers report 0 pupils
08.31.06	CG Combined Grades is no longer valid for Special education positions.
08.25.06	Original Layout for submission to Application Center Field 8 added for Special Education Classroom settings.
	Start of 2006-2007 collection